

**Government Assistance Program for Improving Energy
Efficiency in Freight Transportation
Marine and Rail Component**

Financial Assistance Application Guide

**Direction du transport maritime,
aérien et ferroviaire**

June 12, 2009

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This guide contains useful information specifically provided for applicants requesting financial assistance through Programme d'aide gouvernementale à l'amélioration de l'efficacité énergétique dans le transport des marchandises (PEETM). Applicants must familiarize themselves with two documents — *Programme d'aide gouvernementale à l'amélioration de l'efficacité énergétique dans le transport des marchandises - Appendix* and the *Financial Assistance Application Guide*. They must then fill out the *Subsidy Application Form*.

1. REQUIRED INFORMATION

Applications must include the information listed below. Ministère des Transports du Québec reserves the right to demand any additional information required to analyze the request.

- Applicant:
 - o Name and address
 - o Applicant's activities and brief history
 - o Name of project head
- Project description and detailed cost estimate:
 - o Summary project description
 - o Detailed estimate and budget for work or project
 - o Description of equipment pertaining to the project
 - o Work or project schedule including start and end dates for all activities
 - o Description of equipment in question
- Business plan:
 - o Current and pro forma financial statements
 - o Project financing and the amount requested
 - o Financial contributions from other governmental partners
 - o Market context
 - o Markets: type of goods, target customers, origins and destinations
 - o Marketing plan
 - o Demonstration of project's long-term viability
- Project results:
 - o Reduction in greenhouse gas emissions
 - o Report quantifying reductions in greenhouse gas emissions
 - o New shipping or freight handling activity generated by the project (tonnage or traffic by category of goods and origin/destination)
 - o Environmental and social benefits (reductions in other atmospheric pollutants, effects on road safety, reduction in costs related to road network maintenance and greenhouse gases)
 - o Competitiveness of shippers, users, carriers, and other companies affected by the project
 - o Evaluation of project impact on the competitiveness of Québec's transportation system
 - o Economic benefits

2. TERMS AND CONDITIONS

The projects and expenses eligible for this component of the program are presented in the document entitled *Programme d'aide gouvernementale à l'amélioration de l'efficacité énergétique dans le transport des marchandises - Appendix*.

Professional fees for lobbying or the preparation of subsidy applications are not eligible.

The ministry will evaluate projects based on their specific objectives and certain other evaluation criteria.

The ministry will then select projects and announce the grant amounts.

An agreement including the following items will be signed between the ministry and the applicant:

- Cost of eligible work and the date from which expenses become eligible (funding request date or other)
- Project schedule
- Government's financial contribution to the project
- Terms of government funding and each party's respective commitments
- Terms of payment and deadlines for the start and end of the project

Upon completion of the work or project, it will be inspected or monitored (as the case may be) by a ministry representative. The ministry's contribution will be paid upon presentation of supporting documents, as described in the program.

3. ADDITIONAL INFORMATION

Government Assistance Program for Improving Energy Efficiency in Freight Transportation - Marine and Rail Component - Appendix, the *Subsidy Application Guide*, and the *Subsidy Application Form* are available on the ministry's website.

Applications must be sent to the following address:

Direction du transport maritime, aérien et ferroviaire
Ministère des Transports du Québec
700, boul. René-Lévesque Est, 24^e étage
Québec (Quebec) G1R 5H1

4. DEFINITION OF TERMS USED

- **Equity Capital:** Sums that are provided by or are the responsibility of the applicant. In the case of subsidized organizations, regular funding from the governments of Québec or Canada are considered as the organization's equity.

Funds from the governments of Québec or Canada provided through the project are not considered as the organization's equity capital.

- **Quantification of greenhouse gas emission reductions:** Project proponents must file a quantification report outlining the reductions in greenhouse gas emissions resulting from the project with their applications. The report must be prepared and signed by a person possessing a training certificate issued by the Canadian Standards Association (CSA) for ISO standard 14064-2: *Specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements*.

- **Verification of greenhouse gas emission reductions:** Once the project has begun and before funding payments are made, the proponent must provide a verification report on the reduction in greenhouse gas emissions.

The report must be prepared and signed by a person possessing a training certificate issued by the Canadian Standards Association (CSA) for ISO standard 14064-3: *Specification with guidance for the validation and verification of greenhouse gas assertions*. The person in question must be someone other than the person who prepared the report included with the application.

Training provided by Environment Canada as part of the evaluation and verification of eco-projects is considered equivalent.